

### Table 1 Active Projects

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<i>On-site Transportation Improvements</i>			
<u>Unitwide Sign Management</u> - Sign Inventory Tracking Database (20 to 30 MB file) - Binders of Unit Sign photos - UniGuide CD-ROM (draft) - Sign Database file - Current list of all signs in the database	Existing signs entered for largest areas. Proposed sign plans completed for largest areas.	Create a new Sign Team. Next Scholar can act as facilitator, coordinator to get Team started. Transfer one copy of the database and one copy of the current list of signs in the database to the Sign Team Transfer the binders to the Sign Team Pete McCarthy has the UniGuide CD-ROM, entire text is on my computer  Note: the database is a large file – 20 to 30 MB so it cannot be transferred via e-mail or via diskettes. It must be transferred by Information Management copying it onto the network and then placing it onto the correct person's harddrive or on a CD-ROM.  <u>Suggestion: request a CD-ROM writeable drive be added to this computer when the next scholar arrives. (Greg was going to order one now, but I told him to hold off until we really needed it).</u>	Notify Property Office that I have inventoried more than half of the signs in the Unit. See if they would like a copy of the inventory. Inventory lists/reports can be submitted to Property Office for their records and Pat VonWesternhagen for FMSS data entry/coordination. Kathleen J. Williams mentioned posting new signs for the monofilament recycling. She submitted a copy of the sign. Have her submit a memo documenting sign locations so they can be entered into the database. Attach digital photo files. John Dak_____ of NSD mentioned he is putting up some temporary signs at fishing areas and North 40 Trail area. Have him submit a memo documenting sign locations, digital photos of each sign, sign text & symbols so they can be entered into the database. Team of 3 people – one from each District. Each person held responsible for keeping the database up-to-date with sign changes in their District. John Dak_____ or Todd Rosenhaus may be excellent candidates for the Sign Team NSD rep., George Vernet may be good for BPD rep. Next Scholar to coordinate Team: Signs from areas not yet inventoried must be added to the new UniGuide database within 6 months from the date UniGuide is received. Binders must be made current. By Sign Team: Digital photos must be taken of each sign in Unit and linked to the appropriate database record. Issue a copy of the current CD-ROM UniGuide to each Sign Team member to familiarize him or her with. Memo to all of Unit – Sign Team must be notified of all signs (seasonal & permanent) that are posted or taken down. All new permanent signs must be designed to UniGuide specs starting Winter 2003/4. Personnel required to submit new sign requests to the Sign Team. Team will design signs, or assist in design/ ordering/ installing/ recording.

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<b><i>On-site Transportation Improvements (continued)</i></b>			
<u>Floyd Bennett Field Traffic Circulation</u>	Existing & Concept Plans Complete	Next Scholar: files, copies of report and other documents, existing plans & concept originals, memos for specific locations	Next Scholar:
- Traffic Circulation Study Report, Presentation, & Memos	Ideas submitted for North Driveway		Enter existing signs into UniGuide
- Existing Sign Plan (fieldwork originals, copy created from original)	Ideas submitted for Main Drive	Dominic Pontillo has a copy of the Existing Sign Plan	Create proposed sign plan based on Park consensus of traffic circulation, enter into UniGuide
- Concept Plans (AD & BGG)		Submit a copy of Existing Sign Plan to Sign Team NSD rep.	Advise Sign Team of proposed plan once finalized, then transfer plans to Team for implementation & record-keeping.
- Files (FBF, Wayfinding)			
Fort Tilden Circulation Plan	Existing & Proposed Plans Complete	Next Scholar, Sign Team Rita Mullaly for Permit Parking Signs	Enter existing & proposed signs into UniGuide (once program rec'd). Advise Sign Team of proposed plan, then transfer plans to Team for implementation & record-keeping. Memo to BPD Acting Manager Mullaly to post the Avrin-Romero-Demers agreed upon parking signs. Attach sign designs for reference.
Jacob Riis Park Circulation Plan	Existing & Proposed Plans Complete	Next Scholar, Sign Team Next Scholar for Front Gate Signs	Enter existing & proposed signs into UniGuide (once program rec'd). Advise Sign Team of proposed plan, then transfer plans to Team for implementation & record-keeping. Memo to next Scholar to complete & order the Soller-McCarthy-Demers agreed upon Front Gate signs once the UniGuide program arrives. Attach sample sign designs for reference.
Riis Landing Circulation Plan & Ferry Service	Proposed Plans Complete FLH working on ferry shuttle circulation plan.	Next Scholar, Sign Team <u>Transportation Interpreters for data collection of ferry service &amp; shuttle service operations.</u>	Enter existing & proposed signs into UniGuide (once program rec'd). Advise Sign Team of proposed plan, then transfer plans to Team for implementation & record-keeping. Meet with the Transportation Interpreters to document how well the ferry shuttle route is working, assist with route adjustments if nec. <u>Make sure Transportation Interpreters are (Scholar can assist with data collection methods if nec.) documenting the ferry and ferry shuttle ridership for entire summer – do counts on each trip and on/off at each bus stop, record date, day of week, time, weather, special events happening, report and graph for patterns.</u>

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<b><i>Off-site Transportation/Transit Improvements</i></b>			
Bus Shelters at Floyd Bennett Field - File with notes, contacts - On-site bus shelters - On-site bus service during Summer?	Ongoing negotiations with the NYC DOT Bureau of Franchise for off-site/ border bus shelters.  New mini-projects for on-site improvements.	Next Scholar	Continue working with Bernice Yella of NYC DOT to install bus shelters at FBF.  Request from Chris Soller names of others we met from NYC DOT, follow up with these reps. too.  Tie into metro area access by improving transit service at other park sites within the Unit, for example: <ul style="list-style-type: none"> <li>- request bus stop locations nearest the Wildlife Refuge be moved closer</li> <li>- request signs for the Refuge be placed at the nearest subway station</li> <li>- install one advance warning sign northbound on Cross Bay Blvd for the Refuge and one directly at the traffic signal</li> <li>- install bus stop marker at Canarsie Pier</li> </ul>
Metro Area Access - Files with RPA studies, notes - Rental car/van concept - Dollar van concept	New Project	<b>Next Scholar's Primary Focus</b>  Scholar to work with: <ul style="list-style-type: none"> <li>- Gateway's Cultural &amp; Natural Resources Office</li> <li>- NYC DOT</li> <li>- Rockaway Gateway Greenway</li> <li>- Regional Planning Authority</li> </ul>	Review draft RPA reports.  Push RAP for the final reports and work with them on mapping the underserved metro areas.  <u>Rockaway Gateway Greenway:</u> Focus on sign plans for the RGG. Assist in all sign designs (traffic and otherwise), placement, and appropriate traffic regulatory signs along the trail.  <u>Rental car/van concept:</u> Negotiate with local Hertz dealers to obtain discounted rentals for park visitors. Then advise Jody Keating of the National Park Foundation and work with her and Hertz national.  Negotiate with other reputable rental car dealers for a similar program.  <u>Dollar van concept:</u> Learn about the shuttle bus service now serving the Museum of Modern Art during its stay in Queens. Negotiate with that service operator to see if service can be established between Gateway (JBU specific) and one or more underserved areas.  Research the Express Bus services that travel from the outer boroughs to Manhattan (weekday morning commute) and reverse (weekday evening commute). This is a very strong union set up with a complicated contract with the MTA, but there exists the backhaul possibility of bringing Manhattanites on weekdays to the various park units.

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<i><b>Fleet Assessment and Management</b></i>			
<u>Jamaica Bay Unit Fleet Management</u>	2 of 5 Site Visits complete; need other 3 done to complete Manual.	Replace Alex Romero with another district manager on Task Force	<u>Task Force, general:</u> Appoint Romero's replacement.
- JBU Fleet Management Database		Eileen Fitzgerald as Acting Fleet Manager & Database manager	<u>Fleet Management Manual:</u>
- Fleet Management Manual	Fleet Management Manual draft document fully formatted & complete with detailed outline. (113 pgs)	Next Scholar as Task Force	Require Task Force complete remaining Site Visits by end of Summer, issuing Site Visit Summaries after each to themselves, the office interviewed, and the fleet files. Site Visit Summary #2 still due from Kathleen J. Williams.
- Fleet Management Files	Fleet Management Database up & working, can be further enhanced by the next Scholar.	Facilitator – transfer all files to Scholar	Using the Site Visit Summaries, the old SOPs, my files of Reference Materials, and the draft Manual, <u>the Task Force should complete a full draft of the Fleet Management Manual by the end of September.</u>
		Chris Soller, Dave Avrin – copy of the current Manual draft?	Submit full draft copies of the Fleet Management Manual (or appropriate sections) to at least the following personnel for review:
			- Cal Clardy (Maintenance), Mike Castro (Admin- Fleet Manager Position Description, Budget/ Financial aspects), Jeanna McKinney (Property), Marvin Newman (Contracting/ Procurement), Dave Avrin (Operations – the big picture), Dena Saslaw (Greening, general comments)
			- All comments by reviewers should be addressed in a follow-up document item by item then the final draft issued by November 15 <sup>th</sup> , 2003 to the JBU Superintendent for final review and hopefully approval.
			<u>Recommended: Intermediate Level Microsoft Access training Eileen Fitzgerald – best for retention if a long program like from a Community College than a short 1 or 2 day workshop. Prod her to use her 6-month online account that comes with the training for further learning and questions – she still has 3 months left and probably has not used it much.</u>
			<u>Database:</u>
			Eileen Fitzgerald to be responsible for collecting the GSA vehicle mileages.
			Marge DePalma to be responsible for collecting the Interior vehicle mileages, fueling information – she must aggressively pursue the work leaders and all drivers so she has complete data each month. <u>She will need a memo sent to all Interior vehicle drivers from her direct supervisor or the Superintendent because many of the drivers have not</u>

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<i>Fleet Assessment and Management (continued, 2<sup>nd</sup> page)</i>			
<u>Jamaica Bay Unit Fleet Management</u>			<p><u>been filling out the data.</u></p> <p>Eileen to enter the monthly GSA and Interior vehicle mileages, leasing costs, fueling, and toll charges information into the database. She can be required to follow-up with Marge DePalma to ensure the data (the Interior vehicles' mileages and gas tickets for fueling information) are sent over in a timely fashion and push for it to be accurate and complete in a spreadsheet that is e-mailed over for quick entry into the database (importing of data, not re-typing all of it!). <u>Hardcopies of the spreadsheets will not be acceptable unless accompanied by the electronic files on a diskette.</u></p> <p>Mike Castro can submit the monthly GSA vehicle reports (Form 2529) directly to Eileen Fitzgerald who can then enter this data into the database.</p> <p>Mike Castro/ Rosalia Taunton can submit the monthly toll charges to Eileen for filing.</p> <p>Eileen or the next Scholar can work on setting up a program with EZ-Pass whereby EZ-Pass sends electronic copies of the toll charges for easy import into the database. The next Scholar can design a toll charges form in the database and the appropriate reports to accompany it.</p> <p>Based on the Fleet Management Manual, the next Scholar can design the appropriate queries and reports to assist the Fleet Manager in reviewing and assessing various fleet statistics.</p>

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<i>Fleet Assessment and Management (continued, 3<sup>rd</sup> page)</i>			
TH!NK <i>neighbor</i> Vehicle Program	Delivery and implementation complete	Next Scholar for assessments, files	Send out memo to each Gateway Unit requesting 6-month data be sent to JBU for compilation and sending to the NPF. Appoint someone, maybe Eileen Fitzgerald as Fleet Manager to compile the spreadsheets and send them off.
- 6-month NPF assessment	Ongoing program tasks now exist	Cal Clardy for maintenance	
- 12-month NPF assessment	Paperwork required for Manhattan	Chief of Interpretation for workshop design	
- Transportation Interpreter workshop	Ford to service our vehicles was received from Eddie Gonzalez/NPF and e-mailed to each Unit by me. Cal requested I print him out a copy – he need to learn how to detach a document.		Next Scholar or Eileen could create the 12-month assessment and submit to the NPF.
- My files			Dave Taft and I discussed setting up a workshop that the Transportation Interpreters could give at Special Events during the Summer. The program was to have various alternative transportation vehicles lined up (Regular gas/ diesel, bifuel CNG/gas, TH!NK, hybrid, bicycle) and each of the engines compared & contrasted. The TH!NK pamphlets from NPF can be distributed. A chart showing the different emissions levels of each fuel/ engine type can be created.
			Another idea I have is the creation of a short video for the Gateway Educational Center, maybe Ecology Village that shows each type of alternative transportation being used by park personnel – what it is, why it is good. Geared toward children. Include: bifuel cars, TH!NKs, bicycles, ferries, shuttles. Chief of Interpretation can work with the Gateway Green Team to develop.

PROJECT	STATUS	SUGGESTED TRANSFERRAL	NEXT STEPS
<i>Smaller Projects</i>			
Other Vehicle Donations - Ford Hybrids - Tricycles for personnel	Hybrids – application submitted, continuing follow-up  Tricycles – positive feedback received from Unit, Park, and NPF. Research started on companies (see bookmarked websites, file). Donation letter drafted, submitted to Fleet Task Force, JBU Green Team for review & comment.	Next Scholar	Hybrids – e-mail and call Betsy Anderson (intern at NPF) monthly to check on the status of our application and coordinate any award.  Tricycles – read over the donation letter I drafted, edit as you see appropriate, get back comments from the Fleet Task Force and JBU Green Team (esp. Todd Rosenhaus). Work with NPF on text of letter – Eddie can give you the name of the appropriate person at NPF. Submit letter for review and okay to Chris Soller and then send out to tricycle and quad companies. This letter must be on personal letter head and cannot be associated with the Park or its letterhead.
Gateway Green Team, Jamaica Bay Unit Green Team	Attended meetings. Recommended changes to the Green Plan for Transportation.	Next Scholar	Gateway Green Team – further assist Dena Saslaw with the Sustainable Transportation component of the Green Plan.
<i>Non-Transportation Projects</i>			
Archery Shade Structure	Design complete, Dominic Pontillo is trying to price it and negotiate for it to be constructed.	Design is already transferred. File is in my file cabinet.	Once it is built, please have someone take digital photos of it from each side and e-mail them to me for my records. Thanks!
Program Information & Visitor Statistics Database	Database design & Annual Report calculations are completed for both the JBU Master and the Ecology Village Master.  Questions may arise on how to operate or modify the database.	Next Scholar can handle any minor questions.  The originals of all databases are on my computer (compressed using WinZip).  File transferred to Kathy Krause.	None. Project is complete.  <u>Recommended: Intermediate Level Microsoft Access training for both Kathy Krause and Jennifer Wolff – best for retention if a long program like from a Community College than a short 1 or 2 day workshop. Prod them to use their 6-month online accounts that come with the training for their questions and further practice – they still have 3 months left!</u>

#### Transfer of posters?

These are the property of the Park. I have taken digital photos of them for my records.

#### Transfer of computer files?

All files in the My Documents directory were created by me or used by me for this Scholarship. These files should be burned onto three CD-ROMs for record-keeping and future reference – one for Gateway, one for the National Park Foundation, and one for me. Since my computer does not have a CD-ROM burner and the My Documents directory is approximately 100 MB, a request must be submitted to Information Management to copy the directory temporarily onto the network, and then burned onto a CD-ROM. Joe Grissman handled this procedure smoothly for my first presentation.